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WAR DEPARTMENT PAMPHLET

NO. 31-123

## CIVIL AFFAIRS GUIDE

# PRESERVATION AND USE OF KEY RECORDS IN GERMANY



WAR DEPARTMENT

6 JUNE 1944

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By order of the Secretary of War:

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Chief of Staff.

OFFICIAL:

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The Adjutant General.

NOTE

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SUMMARY

For the preservation in Germany of information of political, economic, and military significance, for immediate use by the Army and subsequent use in the prosecution of the war, it is recommended that:

1. The Army prohibit under severe penalties the mutilation removal/or destruction of all public records, and those records which private organizations are required by law to keep for business and other purposes. 1/
2. As soon as the military situation permits, specially instructed units of the Allied Government forces take prompt measures to safeguard, by sealing, impounding, placing under military custody, or by other security arrangements:
  - (a) Certain records of public agencies and of the Nazi Party;
  - (b) the records of trade, cartel, and industrial research associations/, information bureaus, public utilities;
  - (c) certain bank records;
  - (d) recent insurance records;
  - (e) the records of such other organizations or enterprises as may be taken over or closed by the Army;
  - (f) the catalogues, indices to files, and similar

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1/ A draft proclamation is given in Appendix L

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finding aids of other key records left under  
German custody.

All recommendations and explanations of this Guide apply also to  
Austria.

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## PART ONE

### PRESERVATION OF RECORDS: RECOMMENDATIONS AND REASONS FOR SUCH ACTION

On occupation of a locality, as soon as the military situation permits, specially instructed units of the Allied forces should take immediate steps to place under military custody, or to safeguard by other methods, certain records of military, political, and economic significance in order to avoid last minute destruction and removal. They will be used chiefly:

- (1) To obtain vital data helpful in the prosecution of the war against not yet occupied German territories and Axis satellites (such as insurance records on layout of plants in unoccupied territories);
- (2) In the administration of occupied areas (e.g., rationing records and those of agricultural agencies to determine where food is stored and what the productive capacity of certain areas is);
- (3) In the ultimate determination of responsibility for property restitution (e.g., banking records to establish what property of Allied nationals, minorities, etc., was confiscated);
- (4) In <sup>the</sup> apprehension of Nazis and the prosecution of war criminals (e.g., records of the Nazi party or the Gestapo which will show identity of individuals who are to be held responsible) and in locating anti-Nazis;
- (5) In carrying out military and industrial disarmament of Germany (industrial records, records of the Office of

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the 4-Year Plan, and of the Ministry of Armaments, for instance, will show which civilian factories were in the past, and may be, in the future, converted into war plants, and how).

The records should be safeguarded by one or more of the following methods: 1/

(1) Closing, and placing under military custody the whole building, or part thereof where key records are located. When a building is being closed, caretakers and other personnel should not be permitted to remain there, and telephones should be disconnected.

(2) Physical seizure and impounding. Physical seizure and impounding of records should be ordered only in those instances where the material is known to be of immediate use to the Army, or occupation authorities (e.g., some banking and insurance records), or where there is a reasonable likelihood that important documents may be destroyed (e.g., the Gestapo or Nazi Party records), or where a particular enterprise has been closed (e.g., Nazi Party or affiliated organizations).

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1/ Any recommendation that is made for the protection and salvage of records in areas occupied by Allied forces should give special consideration to the conditions existing from the moment the combat troops take possession of a building, street, or town in which important records are stored. Experience in Italy has shown that aside from the destruction caused by direct hits the greatest damage to records has occurred during the fighting and within two or three days after. Troops have been billeted in records buildings sometimes, without fully appreciating the value of their contents. Unnecessary and costly destruction has resulted from pillaging by the populace and important records have been carried away by zealous intelligence agents when no controls existed. Plans have been developed to prevent the recurrence of such incidents in the Mediterranean theater by having controls established the moment the Allied troops reach a records depository of importance. Military Government units should have representatives with advanced Intelligence, and work in strict collaboration with it.

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Occupational authorities should be careful not to remove records and archives, except when necessary for safety reasons. In general, when it is believed that some files, or groups of files, are of outstanding interest, they should be reproduced (by microfilm, or other mechanical method), and the reproduction should be sent to the headquarters, to be forwarded to the interested command or agency. 2/

As a general precautionary measure, inventories of documents, catalogues, indices to files, and other finding aids should be promptly seized even when key records are left under German custody.

When records belonging to private organizations are seized, impounded,

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2/ It will be of paramount importance that adequate supplies of reproducing equipment be available in the field.

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or placed under military custody, the announcement should be made that they will be held until further notice, since the utility of such records, or the period of time during which they will be needed, cannot be determined in advance.

Furthermore, when the operation of a business or other organization is to be continued or re-established, the use of certain records will be indispensable. Every effort should be made to minimize interference with the use of such records, but military considerations and the other aspects enumerated above requiring the preservation of records should be regarded as paramount.

Eventually, when records previously seized, impounded or sealed are to be released, a careful scrutiny and screening should precede the lifting of the safeguarding measure.

(3) Sealing of containers, vaults, safe deposits, etc. At the time of sealing, persons who previously had access to the sealed container, etc., should be warned about the consequences of breaking the seal. Individuals should be designated to be responsible for the safety of the seal, and the keys should be seized by the Military authorities.

(4) Issuance of a proclamation. For the general preservation of key records, it is recommended that, immediately on occupation of a local city or area, a special proclamation be promulgated prohibiting, under severe penalties, the destruction, removal, suppression, and spoiling of the following records:

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(a) public records, including records of Reich, State, district, and local government authorities and agencies, as well as records of semipublic agencies, court records, records of notaries public, of Chambers of Industry and Commerce, of Reichs groups, of Reich boards, and of all other organizations, agencies, and institutions which are under Reich, state, district, or local authorities;

(b) records of headquarters, branch and field offices of the Nazi Party, and of all affiliated organizations;

(c) records of headquarters, branch and field offices of all police authorities and agencies;

(d) records of any kind, the preservation of which is required under German law;

(e) industrial, commercial, financial, and agricultural records of any kind, including records of public utilities, insurance companies, and banks, and information bureaus;

(f) records of cartels, trusts, combines, and industrial research associations of any kind;

(g) any other records the preservation of which is the object of special orders issued by the Chief Civil Affairs Officer.

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The penalties should be appropriate, more severe than the peacetime penalty imposed by German law; 1/ the proclamation should declare the violation of the prohibition an act of sabotage, and punish it accordingly.

The Proclamation should impose the same penalties:

(a) On any person willfully violating the prohibitions contained therein, and,

(b) On any individual who does not prevent the removal or destruction of the records under his custody, care, or supervision.

By the same proclamation, any person in possession of a record protected by the prohibition and removed from its proper place before the occupation or thereafter, should be called on under the same penalties to return the document to its proper place, or to Military Government Headquarters within the specified time limit. Moreover, all records that have been removed must be reported by those initiating, participating in, or having knowledge of such removal, as well as by those having knowledge of their location. In case of non-compliance, the same penalty provided for in case of removal, destruction, etc., should be imposed. A draft proclamation is given in Appendix L.

In general, the importance of the documents, and the access of unreliable personnel to them, would warrant drastic measures; on the other hand, limitation of safeguarding facilities such as lack of an adequate number of available personnel, shortness of time, etc., will tend to suggest milder methods of safeguarding. In certain instances, it may be practicable to make certain individuals personally liable for documents or sets of documents, in their care or under their supervision; the

1/ Minimum of three months of imprisonment in case of public records destroyed, removed, or damaged for the purpose of gain.

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individuals should be personally warned of their responsibility, directly or through local officials; in other instances, especially in smaller localities, it may prove advisable to call a meeting of the record administrators and of the leaders of public agencies and business units, in order to impress upon them the personal responsibility they have for the records protected under the proclamation.

The importance of safeguarding key records should be brought to the attention of all the branches of the armed services in the field, so that the work of the Military Government authorities may be facilitated. No records should be removed without proper authority. 1/

A description of the relevant records, their uses, location, and recommended security measures is set forth below.

All recommendations and explanations apply, in general, to Austria as well as to Germany.

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1/ In general, as of 1942. Removal, destruction, and evacuation in connection with Allied air raids could not be taken into consideration.

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## PART TWO

### RECOMMENDATIONS IN SPECIAL FIELDS

#### I. RECORDS OF PUBLIC AGENCIES AND POLITICAL ORGANIZATIONS<sup>1/</sup>

##### a. Introduction and General Recommendations

Records of German public agencies, so far as they are found intact and not tampered with at the time of Allied occupation, will prove of the greatest value to our Military Government for administrative and other purposes specified below. As a rule, German public records are neatly kept, intelligently organized, and not cluttered up with ephemeral material. Documents pertaining to matters of policy and of organization will be found conveniently assembled in special groups and practically without gaps. Record offices of the higher agencies are still staffed with experienced personnel which has served for many years, knows the records thoroughly, and is well versed in administrative procedures and policies.

These records are located and organized in strict conformity with the organization of the departments and agencies. The German administrative system is commonly compared to a pyramid, with the Führer at the top and the local administration of communities and cities at the bottom; obviously the higher the administrative unit stands in the pyramid, the more likely it is that its records contain important overall information. The records of the three Chancelleries and the personal archives of the Führer, for instance, or the documents of the Ministries are naturally the most important.

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<sup>1/</sup> This section was prepared in collaboration with the National Archives

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The management and organization of German record offices is described in general terms, in Appendix A.

Business machines are extensively used by Ministries and other governmental agencies; some details are given in Appendix B.

It is impossible to make specific recommendations as to which safeguarding measure should be used to preserve the immense volume of German public records. All records of governmental agencies and those of political organizations should be put specifically under the protection of the general proclamation prohibiting destruction of, or tampering with records. But whereas all records of the Gestapo and the Nazi Party, for instance, should be immediately seized and impounded, the Military Government authorities in the field should decide which method should be applied in safeguarding records of ministries, courts, railroads, etc, necessary in current operations. Most of the Ministries and other central agencies, as well as the buildings where the main local administrations are located, are likely to be immediately occupied by the Army; their records, therefore, should automatically be placed under military custody.

#### 1. Chancelleries of the Führer

Hitler has three chancelleries: one as chancellor and Führer (Berlin, W8, Voss Str. 6) called Reichskanzlei, one as the head of the Nazi Party, and a personal chancellery. These records, if not destroyed, provide information of the utmost value about secret policy, political and economic plans, blueprints of re-building of the war machinery, principal political and war criminals.

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c. Commissioners Directly under Hitler

This group includes:

1). Deputy in Matters of Public Health, 2). Inspector General for Motor Transportation, 3). Inspector General of Roads, 4). National Housing Commissioner, 5). Commissioner for Ocean Shipping, 6). Inspector General for Water and Power.

Files of these commissioners, who act independently from the bureaucratic organization of the Ministries, contain data of an overall nature in their respective field. Their seizure would permit replaced authorities to obtain a clear and accurate picture in the respective fields without screening the records of agencies on a lower level.

The same is true of the Office of the Four-year Plan (Berlin, W9, Leipziger Platz 7) which prepared, in conjunction with the Ministry of Armaments, the plans for German war economy. The files of the Commissioner of the Four-year Plan include the records of the Reich Commissioner for Price Regulations. The Division for Nutrition (Geschäftsgruppe Ernährung) is located at Leipziger Strasse 110; Division for Foreign Exchange (Geschäftsgruppe Devisen) at Leipziger Strasse 3; Division for Forestry (Geschäftsgruppe Forsten), at Leipziger Platz 11; and Division for Communications (Geschäftsgruppe Verkehr) at Voss Str. 35.

d. Ministries and Subordinate agencies

1. Ministry of Foreign Affairs (Auswärtiges Amt)

The Ministry is located at Wilhelmstrasse 74-76 in Berlin. The records of the Auslandsorganisation (Foreign Organization), those of the Political Division (Politische Abteilung), Division of Political Economy (Wirtschaftspolitische Abteilung), Division of Culture (Kulturpolitische Abteilung) are of particular importance for the occupying

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authorities.

The Reich Board for Foreign Trade (Reichsstelle für Aussenhandel)-Berlin, W9, Potsdamer Str. 24 --has records disclosing methods and details of German economic penetration abroad.

2. Ministry of Interior (Reichsministerium des Innern)

Location: Unter den Linden 72, Berlin, NW 7. The internal government of Germany, apart from the parallel government by the Nazi Party, is concentrated in this Ministry. Special importance should be attached to the records of the Personnel Department. According to the principle of Nazi centralization every official (from the chief of a province to the policeman in a small municipality) had to be approved by the Ministry of Interior. These records, therefore, will play an important role in the de-Nazification of Germany. They should be placed under military custody, together with the records of the following divisions:

1) Ministerbüro (the Minister's chancellery); 2) all records pertaining to the police (Himmler, the Minister of Interior, is also head of the police -- see below --; some of the most important documents of the police are in the Ministry); 3) Sub-division of citizenship and race; 4) civil defense in occupied territories; 5) Division VI (Germanism, non-German folk-groups, etc.).

Also the files of some institutions and agencies under the Ministry of Interior should be placed under military custody, e.g., those of the Deutscher Gemeindetag (German Municipal Diet) which supervises the municipalities in Germany and annexed countries. Location: Alsenstr. 7, Berlin, N.W. 40.

Locally, in every town, the Civil Register (Standesamtsregister) will give the basic information on population, containing records of

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marriages, births, and deaths. These records are kept in three separate books: The family book, which begins with the marriage and subsequently lists children born to the marriage, and changes in marital status; the book of births, and the book of deaths. A Civil Register is kept in each commune, with the exception of very small communes for which a combined register may be kept. Entries are also made in a set of duplicates. The official responsible is either the mayor or, in larger towns, special officers of the Civil Register.

Records of Wahlamt (election office) list the persons entitled to "vote". They are arranged alphabetically by election district, based on police records and double checked, and are kept at municipal offices. They may be used to a certain extent as a substitute for lost police records. The occupation of the Town Hall by the Allied authorities should safeguard all these essential records.

3. Ministry of Propaganda (Reichsministerium für Volksaufklärung und Propaganda)

Location: Wilhelmpl. 8/9, Berlin W8. The Ministry will be closed and it is recommended that the whole building be placed under military guard.

Also the records of the following agencies should be placed under military custody:

- (1) Reichsfremdenverkehrsverband (Union for Foreign Travel)  
at Potsdamer Platz 1, Berlin W9, with 34 local branches.  
Their records may disclose data concerning the assignment of persons sent abroad by the Nazis.
- (2) Reichsausschuss für Fremdenverkehr (Reich Committee for Foreign Travel); Behrenstr. 14-16, Berlin W8.



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4. Ministry of Finance (Reichsfinanzministerium)

Location: Wilhelmplatz 1. Berlin, W 8.

The records of the following divisions will be of immediate importance: Division VU (Four-Year Plan, Guaranties, Credits, and Aids to Industry and Trade), Division VI (Personnel matters). They should be safeguarded by the military occupation of the Ministry building.

The records of local tax offices may be used in supplementing registration records which may be destroyed; they will reveal the financial status of certain officials and the transactions of Nazi leaders. Among these records, attention should be given to the following:

Tax census records, kept at the Finanzamt and Landesfinanzamt (local and regional tax offices), based on a house-to-house census (Personenstands Aufnahme) made yearly on October 10th. Transients as well as permanent residents are included, the reports being collected by the landlord from his tenants. As the collection of taxes is of great importance in combating inflation and providing funds for the administration of occupied territories, these records will be of great value to the military authorities.

Property, both real and personal, in which an Allied national has an interest, must be reported to the Finanzamt, except the Reichsbank, which reports directly to the Ministry of Economics. These reports will be important for the purpose of checking the corresponding census in Allied countries.

Reports concerning German property and holdings abroad are filed with the Landesfinanzamt in duplicate, one copy being forwarded to the Reichsbank (see Infra). These data can be used in establishing the facts' concerning German

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economic penetration abroad.

Records of the National Revenue offices (Finanzämter) will give valuable information about property and income of the inhabitants of the district. The same is true of the city tax offices (Stadtsteuerstelle).

All these local records should be protected by the general proclamation; no special safeguarding measure is recommended. Some of them, however, will be placed under the custody of military government authorities occupying the building for administrative purposes.

5. Ministry of Justice (Reichsjustizministerium).

Location: Wilhelmstrasse 65, Berlin W 8.

Besides the records of the minister and the secretaries of state, those of Division I (personnel matters), and of Division III (administration of criminal law) are the most important, and should be put under military custody.

The Register of Patents, and the Register of Trademarks and Designs kept at the Reichspatentamt (Reich Patent Office located at Gitschiner Str. 97/103 Berlin SW 61) will give valuable information to civil affairs officers. They should be placed under military custody.

Other public records kept under the supervision of the Ministry of Justice are not likely to be subject to last minute removal and destruction; therefore, they should be protected only by the general proclamation. Among them, the most important are the following:

The Records of Notaries which may be used as substitutes for important documents concerning transactions lost or destroyed at public agencies. They are briefly described in Appendix C.

Court Records which are briefly described in Appendix D. <sup>1/</sup>

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<sup>1/</sup> For more details, see Civil Affairs Guide on Courts and Judicial Administration in Germany.

The Handelsregister (Commercial Registry) contains the names of, and basic data on, individual merchants, firms, partnerships, joint stock corporations, etc. A Handelsregister is found in each Amtsgericht Local Court). Joint stock corporations must register their articles of association, documents concerning the board of directors, the supervisory council, etc. Any branch establishment must be registered at the Amtsgericht within whose jurisdiction the corporation has its legal residence; this Court transmits the information to the Commercial Register of the Court within whose jurisdiction the branch establishment is situated.

The Handelsregister shows the owner and previous owners of the business; therefore, it may be important in the subsequent determination of property transfers and ~~expropriation~~. However, it could be of little use in this respect in connection with corporations, as German shares are usually issued to bearer, and only the founders and the shares originally subscribed by them are registered.

The Register of Cooperatives (Genossenschaftsregister), likewise kept in each Amtsgericht.

Vereinsregister (Register of non-profit Associations). Associations, clubs, etc., may obtain legal existence by registering as a so-called eingetragener Verein. The register is kept at the Amtsgericht of the district where the association is located giving the name, the purpose, the constitution of the association, the board of directors, etc. Local

The Grundbuch (Land Register) is kept at each Court (Amtsgericht) showing ownership, land transactions, mortgages and so on. Details of the organization of this important register, which may reveal the original rights of Allied nationals in real property located in Germany, and expropriation, property transfers and the like, by the Nazis,



are discussed in Appendix E. These records are supplemented by Records of the Katasteramt (Cadastral Office), which has accurate measures and maps, as a basis for the taxation of land and buildings, of every piece of real estate in Germany. These records are checked and kept up to date by the Vermessungsamt (Land Survey Office). These agencies are located in the office of the Landrat in rural counties, and in the municipal administration buildings in cities.

The Brandkasse (compulsory public fire insurance) have additional data on buildings, especially in regard to values.

Erbhofbuch (Roll of hereditary farms). The Nazis created special courts called the Erbhofgerichte to record and supervise farm properties which cannot be divided and are inherited as a whole. These farm properties cannot be sold or mortgaged without the consent of the court. The records are similar to those of the Grundbuch (Appendix E) and are equally important, as there are 845,000 such units in Germany covering about 42 percent of the rural areas.

Registers of Seagoing Vessels and Inland Vessels are kept by the Local Court (Amtsgericht) of the home ports.

6. Ministry of Economics (Reichswirtschaftsministerium).

Location: Behrenstr. 43-45, Berlin, W 8.

This ministry has lost to the Ministry of Armament its predominant role in directing German economic life, but it still retains very important functions. The records of the following division are of primary importance:

1. Ministerbüro (the minister's chancellery) with the records of personal assistant (Personeicher Referent) of the adjutants, etc.

2. Special deputy for monetary, banking and insurance matters;
3. Personnel department or Main Department I (Hauptabteilung I)
4. Main Department II ( Hauptabteilung II) with divisions for mining, iron and metal industry, mineral oil, chemistry, textiles, "other industries".
5. Main Department IV (Hauptabteilung IV) for credit, banking, stock exchange, and insurance matters.
6. Main Department VI (Hauptabteilung VI) for economic matters of the Eastern Territories.

The following institutions and agencies, subordinated to the Ministry of Economics, have records of major importance.

(1) The Reichstellen (Reich Boards). These agencies were created to regulate and direct whole sectors of Germany economy in a centralized way. All information concerning a particular field for which a Reich Board was created will be found in their records. Appendix F lists the Reich Boards.

(2) Statistisches Reichsamt (Reich Office for Statistics).  
 Location: Neue Königstrasse 27-37, Berlin C2. Its branches: Industrielle Produktionsstatistik (Statistics of industrial production) at Klosterstrasse 80/85, Berlin; Volks-Berufs-und Betriebszählung (statistics for population, occupations and industries) at Kommandantenstrasse 76/79, Berlin; and Sammlerstelle für Nachrichten über Kraftfahrzeuge (Information bureau on motor vehicles) at Rungestr 25/27, Berlin SO16.

(3) Reichsaufsichtsamt für das Versicherungswesen (Supervisory office for insurance) at Ludwigkirchplatz 3-4, Berlin W 15.

(4) Reichsaufsichtsamt für das Kreditwesen (Supervisory Office for credit matters) at Jägerstrasse 21, Berlin W 8.

(5) The records of Devisenstellen (Offices of foreign exchange) throughout Germany are of importance for ascertaining financial transactions with foreign countries.

(6) The Landeswirtschaftsämter (Regional economic offices) and the Wirtschaftsämter (economic offices) handle the technical aspects of rationing. Their records are indispensable in maintaining an adequate system of distribution of rationed goods.

The records of the Ministry and of all agencies listed above should be safeguarded in view of their essentiality to any Military Government activity in the economic field.

7. Ministry of Agriculture (Reichsministerium für Ernährung und Landwirtschaft)

Location: Wilhelmstrasse 72, Berlin W. S.

The records of the following offices are of primary importance:

Office for Securing Nourishment for the Nation (Amt für Ernährungssicherung);  
Department 2 (Production); Department 6 (German peasant estates).

Other agricultural records are discussed in Section V, below.

8. Ministry of Labor (Reichsarbeitsministerium)

Location: Saarlandstrasse 96, Berlin SW 11.

The Arbeitsämter (labor exchanges) under the Ministry of Labor issue Arbeitsbücher (Work Books) and keep up to date records on the contents of these books. There are 42 Gau Labor Exchanges, with several local labor exchanges under them. Their records are of the utmost importance as they are the means by which the Germans controlled and shifted manpower, and should therefore be a valuable source of information for the occupying authorities. The data contained in these records are sent to the Ministry of Labor where they are kept up



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to date and classified with punch-card business machines.

These registers, besides identifying numbers and the personal data of the worker, contain data on his education, special skills and up to date employment history. The work records in the labor offices are classified by residential districts, skills, and other specifications of the individual.

The records of the Reichsversicherungsamt (Reich insurance office), located at Tirpitzufer 58, Berlin W 35, are important to replace insurance records that may be destroyed at local offices.

The district Treuhand der Arbeit ("trustees of labor", officials of the Ministry of Labor, supervising labor relations and conditions) have records covering labor data of all the plants of their district, regardless of the "group" to which the plant belongs.

9. Ministry of Education (Reichsministerium für Wissenschaft Erziehung und Volksbildung)

Location: Unter den Linden 69, Berlin W 8.

Records of particular interest are at Zentralamt (Central office), division ZI (Personnel matters). Of special interest are also the records of the physical, chemical, and technical institutes of the Kaiser-Wilhelm-Gesellschaft für Förderung der Wissenschaften.

10. Ministry of Transportation (Reichsverkehrsministerium)

Location: Voss Str. 35, Berlin W 8 and Wilhelmstrasse 79/80, Berlin W 8.

The most important records are those connected with the German Reich Railroad (Deutsche Reichsbahn) to be found partly at the ministry itself, partly at the 31 Reichsbahndirektionen (Reich Railroad Head Offices).

The greatest part of the bookkeeping and the statistical work of the Reichsbahn is done by business machines at the head offices of the 30 to 35 divisions (Reichsbahndirektion). The data so obtained are integrated into consolidated report reports.

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The up-to-date reports disclose the location and number of trains available in each territory, traffic density, tonnage over a particular line, type of cars used, type of materials shipped, etc. The system established a control over the materials used for construction and maintenance and collates inventories in order to facilitate a proper distribution of material. Technical data, e.g., maps, blueprints, and operating instructions are equally important in operating the system and repairing damage. Personnel records are also necessary because they can help in determining the reliability of the employees.

As the smooth running of the railroad system is of primary importance to the military, as well as to the civil affairs officers in administering the occupied territory, all records should be placed under military custody.

11. Ministry of Armaments and Munitions (Reichsministerium für Bewaffnung und Munition)

Location: Pariser Platz 3, Berlin, W 8.

The ministry should be closed and placed under military custody. This ministry directed the entire war production, and its records should yield essential information on the German economy.

12. Ministry of Aviation (Reichsluftfahrtministerium)

Location: Leipziger Strasse 7, Berlin W 8.

A register of civil aeroplanes (Luftfahrzeugsrolle) lists all planes that have been licensed.



e. Police Records<sup>1/</sup>

Records of the police, including the Secret Police (Geheime Staatspolizei) or Gestapo, are of the utmost importance in keeping a check on the population, identifying Nazis and anti-Nazis, helping to locate weapons, etc. Some details are given in Appendix G, and a list and location of the major German Police Authorities and Agencies is given in Appendix H.

These records, together with the Nazi Party's files will be amongst the first the Germans will try to destroy and the importance of their seizure, if possible, cannot be over-emphasized.

The police keep records of every inhabitant of the country; records on aliens and Jews are kept by a special department of the police, the Fremdenpolizei (alien police). In 1938 a federal decree, the Reichsmeldeordnung, standardized this procedure. By an elaborate technique that is kept rigorously up to date, the police are enabled to trace the movements of practically every one in the country. Details are described in Appendix G.

The police keep a record of every individual who has a permit to carry fire arms (Waffenregister). These records will give valuable information why certain individuals were allowed to possess arms and, together with the Waffenbuch der Hersteller und Einzelhandler (Register of manufacturers and dealers in firearms), will help to locate and control arms.

The Kennkart (identification paper) is issued to all persons over 18, to Jews (over six months) and to excursionists going out of the country, and the Passports are also issued by the police.

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<sup>1/</sup> For details on police organization, see Civil Affairs Guide on Police and Public Safety in Germany.

The Folk List (Volksliste) kept at the bureau of the German district governments (Regierungsbezirk), especially in Upper Silesia and the annexed provinces of Poland, is a card index classifying the former Polish area in the following groups: (a) collaborationist who worked with the Nazis, (b) inactive Germans, (c) "renegades" who have to be transferred to Germany for "assimilation," (d) "incorrigible" Polish nationalists.

Index of German seamen (Seemankartei) including all German seamen all over the world is located at the field office of the National Police in Hamburg (at the Polizeipresidium). The Hamburg Branch of the Gestapo has a Central Blacklist of seamen who are "undesirable" for political or criminal reasons. It is called Seemanswarnkartei.

Criminal registers<sup>1/</sup> can be found in the Criminal Police Headquarters (Reichkriminalpolizeiamt) in Berlin, in the Criminal Police Directorates (Kriminalpolizeileitstellen) and Offices (Kriminalpolizeistellen) and in the police headquarters of each city and town.

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1/ Criminal Registers (Strafregister) are kept also by the Judiciary.

No central criminal register exists. The criminal record on convictions, penalties, and other penal measures is kept by the public prosecutor's office of the judicial district in which a person is born. The Reich Ministry of Justice maintains in Berlin a criminal register of persons born outside the boundaries of the Reich, or whose place of birth is dubious or cannot be ascertained, and of legal persons, such as associations.

Criminal registers have the form of a card catalogue.

f. Records of the National Socialist Party and its Affiliated Organizations. 1/

The Nazification of Germany accomplished through the National Socialist Party required up-to-date records on the activities and background of the entire population, both members and non-members. Consequently the seizure of these records, if possible, will be invaluable in the elimination of Nazis in the process of the reorganization of Germany. Party records will be found not only in the Central Party Office in Munich, but also in the Party offices in the various regions (Gaue), districts (Kreise), and those of the local units (Ortsgruppen). Equal attention should be paid to the national, regional, district, and local offices of the subdivisions (Gliederungen) of the Party, viz., the SA, SS (Elite Guards), National Socialist Automobile Corps, National Socialist Aviation Corps, Hitler Youth, League of German Girls, National Socialist League of University Instructors, National Socialist Students League, and National Socialist Women's League. Older documents which can disclose the list of

"Old members" of the Nazi Party and can uncover wrongs committed by Nazis, are in the Main Archives of the National Socialist Party (NSDAP) (15 Barerstrasse, Munich, north of the Central Railroad Station. They comprise the so-called Historical Archives of the Party, collections relating to the German and foreign press and to cultural history and policy, and a central card catalogue.

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1/ See Civil Affairs Guide on The Dissolution of the Nazi Party and its Affiliated Organizations, and Civil Affairs Guide on Property of the Nazi Party, its Affiliates, Members, and Supporters in Germany.

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The Party keeps a card index of the Freikorpskämpfer (Free Corps Fighters) a ~~semi~~-military organization of men active in sabotage against the Allies during the occupation after the first World War.

The following "affiliated organizations" of the Nazi Party<sup>1/</sup> are of special importance:

Deutsche Arbeitsfront (Labor Front)

The Central Archives of the Labor Front (Deutsche Arbeitsfront) is located at 14 Leipziger Platz, Berlin W 9. Its holdings consist of the archives of the former trade unions and industrial and business organizations (about 200,000 binders and folders), of records of the Labor Front, and of some 4,000,000 newspaper clippings and pamphlets.

Other affiliated organizations are: The Strength through Joy Organization (Kraft durch Freude), the Association of Civil Servants, the Lawyers' Association, the Teachers' Association, the Medical Association, and the People's Welfare Organization.

The Winter Relief Organization (Winterhilfe) is practically run by the Party, under the leadership of the Ministry of Propaganda.

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1/ A more complete list is attached as Appendix M.

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## II. COMMERCIAL AND INDUSTRIAL RECORDS

The key records concerning industrial, commercial, mining, and shipping data may be found in governmental and other public organizations, as well as at the individual enterprises.

### 1. Public Agencies<sup>1/</sup>

(1) The "self-governing" organizations of business enterprises are:

for industry: Reichsgruppe Industrie

for commerce: Reichsgruppe Handel

for handwork: Reichsgruppe Handwerk

The records of these so-called self-governing organizations will be very important in establishing the standing, political reliability, and productive capacity of all members, as the Reichsgruppe, or its subdivisions, enforces changes of ownership and of staff, new policies, production methods, and even orders the construction of new plants. These records will give reliable information about cost of production and cost of acquisition needed for an orderly administration.

The records concerning any special field within any Reichsgruppe will be found among the files of one of the Hauptgruppen (principal

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1/ See Section I on Public Records for details on Commercial Registry, Register of Cooperatives, Register of Patents, Trademarks and Designs, Register of Seagoing Vessels and Inland Vessels, Tax Registers, etc.

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groups) into which the Reichsgruppe is divided.<sup>1/</sup> If possible, all these records should be impounded, or placed under military custody.

(2) Industrie und Handels Kammern (Chambers of Industry and of Commerce) are organized on a regional level and their records will disclose valuable information on foreign and domestic trade, as well as on the general economic situation, price and cost of living indices, etc. These records should be covered by the general proclamation.

B. Records of Business Concentrations (cartels, trusts), Holders of Monopolies and Industrial Research Associations

The records of these combinations, holders of monopolies, and research associations contain information which can be of paramount importance in the field of foreign trade, and in the economic administration of Germany.

Where the association or monopoly is to continue its activity, the seizure or impounding of needed business records should be reduced to a minimum. At the outset, if seizure is decided upon, only the files of executives and of the secretariat should be impounded. General files should be seized, or placed under military custody, only in

1/ The Reichsgruppe Industrie for instance, is subdivided into seven Hauptgruppen:

- Mining, Iron and Steel production, foundries
- Machines, automobiles, airplanes
- Ironware and metalware
- Wood, stoves, construction and glass
- Chemical and cellulose
- Leather and textiles
- Foods, groceries, tobacco, etc.

The subdivision is continued into Wirtschafts-gruppen (economic groups), of which some thirty exist in Reichsgruppe Industrie. Each Wirtschaftsgruppe, in turn, is composed of Fachgruppen, e.g., the Wirtschaftsgruppe Bergbau (mining) has eight Fachgruppen: coal, lignite, iron ore, metal ore, potash, salt, oil and miscellaneous mines. Some of these are still further sub-divided.

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exceptional cases, or when the organization will not be allowed to continue its activity.

At any event, all records of these organizations should be covered by the general prohibition against removing and destroying records.

### C. Public Utilities

Technical records, blue prints of plans and of the distribution system, are necessary in the maintenance of the vital supplies of water, gas, electricity. In the field of electric power special attention should be given also to the daily records of the principal load dispatching stations, which are not always located at the generating plants, but rather in the center of large consumption areas <sup>1/</sup>.

The accounts of consumers may be essential in the allocation of power, gas and water to industrial and private consumers; they may also supplement partially lost records of the police concerning the inhabitants of a locality.

Personnel records may reveal decisive information on the reliability of personnel.

If possible, all these records should be placed under military custody.

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1/ See Civil Affairs Guide on Electric Power Systems of Germany

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INFORMATION BUREAUS 1/

Valuable information about private enterprises may be obtained from the records of information bureaus (Auskunfteien) which describe, often in great detail, the financial, economic and personnel relations of firms more realistically and more comprehensibly than the official court records. The non-German firms within the German sphere of interest are also kept on record. These files may be available even if the official records of the courts and the individual firms are lost; they will in all probability not be deliberately destroyed by the bureaus themselves as these files are their principal assets. They have branches in most large cities in Germany.

The records of these firms should be covered by the general proclamation and those of the central offices should, if possible, be impounded by the military authorities.

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1/ The following are the largest German information bureaus with the address of their central offices; Auskunftei W. Schimmelpfeng, Charlottenstr. 23, Berlin. Deutsche Auskunftei G.M.B.H. (formerly K.G. Dunn & Co.) Friedrichstrasse 210, Berlin SW 68. Auskunftei Wilh. Schmeisser & Co. G. M. B.H. Friedrichstrasse 167/168, Berlin W8

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**E. Individual Enterprises**

No specific guidance can be given as to the preservation and use of the records of the thousands of companies, partnerships, and individual firms in Germany. Seizure or military custody of records on such a scale would be impracticable. As a general recommendation, it is suggested:

(1) That all records of all firms be covered by the general prohibition forbidding removal and destruction of documents;

(2) That the key records of the few most important industrial, commercial, mining and shipping enterprises, and of those economic units whose activity for special reasons must be controlled, should be placed under military custody.

According to German law, merchants and corporations must keep adequate books and copies of all correspondence connected with their business; they must also draw up a yearly inventory and balance sheets. All these records must be preserved for ten years (Commercial Code, Section 38 and following). The law on joint stock companies, dated January 30, 1937, contains particularly strict provisions regarding the annual balance sheet (Sections 129 and following). No details are available as to the additional records required by specific war legislation.

A uniform accounting system, made compulsory in 1936, is briefly described in Appendix I.

The type of business records of immediate importance, and the use to which they can be put by Military Government officers, are indicated below:

(a) Technical Records. Production Schedules, together with other data, will make it possible to estimate the capacity of production of industrial and mining units. Time Studies will help to check intentional slowdowns.

Blueprints, descriptions of lay out of plants, etc., will be necessary for repairs of damage done during the fighting and bombing, and in case of sabotage. The same applies to geological records, (geological maps, surveys, etc.) and descriptions of lay-out of mines. Technical descriptions of production processes (secret or otherwise) patents, chemical formulae will be indispensable for the management of the plants if the old personnel is not available, or has to be replaced; they will be equally important in supervising the former personnel if left in charge. Technical descriptions and blue prints of ships, both at shipyards and head offices of shipping lines, together with registers of ships (see Section I, above) will enable faster repairs and better estimate of available tonnage.

All technical records mentioned above will be necessary in planning the military disarmament of Germany. They will be useful also in establishing German responsibility for infringements of patent rights held by Allied nationals.

(b) Commercial Records. Inventories of raw material, semi-finished and finished products will (1) enable the Military Government authorities to locate and distribute supplies; (2) help in estimating the volume of production, and (3) aid in fighting black markets,

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and removal or destruction of supplies. Records of Cost Accounting will be necessary in establishing maximum prices for price control purposes. Records on foreign trade and foreign exchange transactions can be used in determining German economic penetration in foreign countries, German property held abroad, and German indebtedness to foreign countries. These records will have special significance if the overall records at the Reichsbank and other supervisory agencies are destroyed. (See Section II, below).

(c) Organization and Personnel Records.

Records concerning the organization of companies include minutes of meetings and shareholders, of the board of directors, and of the executive committee, by-laws, balance sheets, profit and loss accounts, holding agreements, agreements concerning sharing of profits, participations, etc. These records will show the interdependence of companies, their financial strength and economic policy; they will enable the military authorities to deal with them with a better knowledge as to their reliability, background, and force of resistance.

Personnel files will be of the utmost importance in determining the political background of employees and their reliability.

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### III. BANKING RECORDS

#### a. Introduction and General Recommendations

The occupation of Germany by the Allied forces will usher in a period of "unscrambling" of property relations and changes effected by the Nazis during and before the war. Use of bank records will be indispensable in this process.

German banks have played a leading role in the German economic penetration of other countries. Their records will, therefore, throw light on such matters as Nazi seizures and transfers of property, government interest in various industries, financial relationship between individuals, corporations, the Party, and the State. In respect to the foreign activities of the banks, records will give information about implementation of the New Order in conquered territories, specific instances of German penetration, property transfers, and about institutions seized or controlled by the Third Reich. Preservation of records is, of course, also necessary in order to reopen the banks.

The method of preservation need not be complicated, but it must be effective. One of the first moves of the Army of Occupation will be to close the banks, block temporarily all accounts, and possibly seal vaults, safe deposits, etc. At the same time, records should be located and identified. The best procedure will be to demand immediately an inventory of all materials in files and vaults. It can then be decided which records are of interest to the Allies, and these may be sealed for further investigation. Undoubtedly attempts will be



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made by the enemy to remove and destroy some of the documents. Strong preventive measures must therefore be taken. The general proclamation forbidding destruction and removal of records should specifically cover banking records, possibly ordering the surrender of all such records, including those outside the banks, in government agencies, etc. Little credence should be given to claims that certain documents are not available. Although air raids and other military operations may account for the destruction of many valuable records, recent measures of duplication and decentralization should make it possible in almost every case to locate copies. The existence of such duplicates should, moreover, be fully investigated to make sure that they do not pass into the hands of unauthorized persons.

b. Location of Records

Effective Allied air raids have, in recent months, led to important changes in the bookkeeping procedures of German banks. Drastic decentralization of records involving duplication of files and interbank clearings arrangements have been introduced. Since no detailed description of these procedures has so far become available, it is impossible to indicate the exact location or description of major banking files.

A. Records of Supervisory Agencies

All German banks are under strict control of the Reich government and are required to furnish to the latter periodic reports covering transactions, personnel changes, mergers, acquisition of new participation, opening or closing of branches, etc. Exhaustive information concerning all German banks will, therefore, become available not only

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at the individual institutions, but also within files of the supervisory agencies:

1. Reichsaufsichtsanstalt für das Kreditwesen (Reich Credit Control Office)

This is a government department which operates as part of the Ministry of Economics. Under the terms of the German Credit Control Act all banks are required to file reports here covering operations, administration, details about holders of large debit accounts, applications for loans, changes in key personnel, audits, etc. None of the material located here will be needed for the current operations of the banks, although the Financial Division, Civil Affairs Section of the Armies of Occupation, will undoubtedly have immediate use for such material.

2. Deutsche Reichsbank (Central bank and sole bank of issue)

The central office is located in Berlin. At the end of 1941, the Reichsbank maintained 116 branch offices and 400 sub-branches throughout the Reich.

The Reichsbank has vast supervisory as well as operating functions, and is the most important instrument of fiscal policy in Germany. The supervisory functions consist of control over other banks and general policy determination. The most important operational duties are re-discounting bills and securities, purchase of government obligations directly or in the market, and other activities as fiscal agent of the government. The Reichsbank also performs various services, such as the operation of clearing houses.

Of primary interest to the Allied Military Authorities will be the confidential correspondence, minutes of meetings, and other records of

the Reichsbankdirektorium (Board of Directors of the Reichsbank), and those of the Reichsbankpräsident (president). For this type of record, a search must be made of the personal files of the directors as well as the general files. Important also will be the statistical data and general information covering all financial and economic fields, domestic and foreign, available in the files of the Statistical Department and the Department of Research.

3. Reichsgruppe Banken (Estate of Banking) and all its subdivisions.

Membership in the various subdivisions of the "estate" is compulsory for all German banks and bankers. This organization served primarily as medium of Nazi domination over the German financial structure. Its records, particularly those of the Economic Groups I and III (Wirtschaftsgruppe Privates Bankgewerbe, and Wirtschaftsgruppe Öffentlich-rechtliche Kreditanstalten), should be impounded immediately; they will reveal specific data on the Nazification of the German banking structure.

#### B. Records Covering International Financial Transactions

Since 1931, all international financial transactions - on capital as well as current account - have been under the immediate and strict control of the German government. Records of the following agencies covering the status of foreign investments in Germany and Germany's balance of payments position, should, therefore, be carefully safeguarded.

##### 1. German Reichsbank

The German Reichsbank has, in addition to its other functions, a monopoly of all foreign exchange transactions. The Foreign Exchange Department has records of all these, as well as German property abroad,

and German foreign indebtedness.

2. Deutsche Golddiskontbank (German Gold Discount Bank, located in Berlin)

This institution, owned and controlled by the Reichsbank, has been used by the latter to perform many functions which the Reichsbank could not or did not wish to perform. Many of these are connected with Germany's international balance of payments position, such as the administration of the export subsidy; other operations not yet fully known may also prove of considerable interest to the occupation authorities.

3. Konversionskasse für deutsche Auslandsschulden (Conversion Office for German Foreign Debts, located in Berlin)

This subsidiary of the Reichsbank manages the transfer of interest and amortization payments on certain foreign loans contracted before June 15, 1931.

4. Deutsche Verrechnungskasse (German Clearing Office, located in Berlin)

This office is operated as part of the Reichsbank and administers all payments on clearing account, dealing directly with representatives of foreign debtors and creditors. Its records should prove of immediate interest in establishing a complete record of Germany's foreign indebtedness.

5. Hauptverwaltung der Reichskreditkassen (Head Office of the Reichskreditkassen)

This office, which issues German army currency and acts as bank of issue in certain German-occupied territories, is located in Berlin, and



probably functions as part of the Reichsbank. It should have in its files complete records of German monetary and credit activities in occupied territories.

6. In addition to these central institutions in Berlin, the records of all Devisenstellen (Foreign Exchange offices attached to Provincial Internal Revenue Offices), and of all Reichsstellen (Reich Control Offices for Foreign Trade) should be seized. They will be needed in the mapping out of future trade transactions and the scrutiny of past dealings.

C. Records of Individual Banks

As already indicated, files and records of leading German banks will prove of great value to the occupation authorities because of the information they contain concerning the current financial status of individuals and business enterprises, as well as past financial negotiations in which the United Nations may have an interest. A classification of the institutions likely to yield most information will be found in Appendix J. It should be remembered that most of the leading commercial banks in Germany operate an extensive network of branches throughout the country, and that especially since the recent reorganization measures, all important records have been reproduced (sometimes on microfilm) and placed for safekeeping in several branches.

In individual banks, the records of directors' and executive committee meetings and confidential correspondence, particularly communications with supervisory agencies, branches, affiliates, and representatives abroad, will be especially valuable. The credit files will contain con-



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fidential information on the banks' customers. The contents of safe deposit boxes should be secured. Another important set of files will be those of the legal departments, which will contain syndicate contracts, holding agreements, records of undisclosed participations, floating of new issues, etc. Records of foreign exchange transactions should be secured, as should the files of the personnel departments.

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IV. INSURANCE RECORDS <sup>1/</sup>A. Preservation of Insurance Records

The records of the leading German insurance companies listed in Appendix K, of the German Insurance Control Office, and of the German Insurance Group should be protected so that the information described below may be obtained when desirable. It should be within the discretion of the military authority concerned to place these records either under military guard, depending upon circumstances, or under an administrative control whereby accessibility thereto will be limited to reliable employees who must use them in the course of their daily operations.

B. Possible Uses of Insurance Records for Military and Economic Intelligence

a. If the European war has not ended, the underwriting records of the leading German insurance companies may be valuable as a source of information regarding industrial properties and activities throughout Europe. Underwriting records contain the information about industrial properties and activities which an insurance company assembles, to determine whether or not to insure. These records would undoubtedly contain data on such items as beneficial ownership, physical layout, capacity, and inventories, with respect to many important industrial properties and activities located on the European continent as well as in Germany. This information may be found to be consolidated in one department, within a company, or scattered through several departments, such as underwriting, engineering, claims, auditing, and others.

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<sup>1/</sup> This Section was prepared by the Treasury Department, Foreign Funds Control.

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b. If the war with Japan has not ended information may possibly be available in the underwriting records with respect to Japanese enterprises which may have been insured by German insurance companies. However, German insurance of Japanese enterprises has in all probability been curtailed, if not eliminated, with the formation in 1940 of the Japanese government's reinsurance monopoly, the Tea, the avowed purpose of which was to eliminate the use within Japan of foreign insurance facilities.

C. Possible Uses of Insurance Records for Financial Intelligence

a. An examination of the underwriting records will assist in the problem of determining beneficial ownership of business enterprises within Germany and of determining German interest in business enterprises located outside of Germany. Since identity and character of beneficial ownership constitute an underwriting factor, underwriting records may be a valuable source to determine beneficial ownership.

b. An examination of the financial records will assist in tracing the assets of the German insurance companies located outside of Germany and which were transferred or camouflaged to avoid identification. Since many leading German insurance companies have engaged in business outside of Germany, the financial records should contain information about their affiliated insurance companies, bank balances, foreign exchange, insurance credit balances, investments, etc., in other countries in Europe and Latin America.

c. An examination of the records of the Munich Reinsurance Company regarding the Vereinigung zur Deckung von Grossrisiken (Association for the Coverage of Major Risks) will assist in tracing the extent to which the German insurance industry has succeeded in bringing the European insurance business under its control. The Vereinigung was formed in 1941 under

the leadership of Munich Reinsurance Company (Müncher Rückversicherung Gesellschaft) and its top-man, Dr. Kurt Schmitt, to provide facilities within the European continent and under German auspices, for the coverage of major insurance risks. The pertinent records may contain data regarding the relationships between German insurance companies and the other participants in this association (which include Italian, Swiss, Finnish, Norwegian, Swedish, Belgium, Dutch and French insurance companies) looking towards the making of Munich Reinsurance Company the pivotal center of a European reinsurance cartel and of Germany the insurance center of Europe.

d. An examination of the records of the German Insurance Control Office (Reichsaufsichtsamt für das Versicherungswesen) will provide facts regarding the German government's supervision of insurance companies. This agency administers the law requiring governmental periodic financial examination of insurance companies, etc.

e. An examination of the records of the German Insurance Group (Reichsgruppe Versicherungen), subject to the Ministry of Economic Affairs, may reveal specific data concerning the Nazification of the personnel of the German insurance industry. All German insurance companies are compulsory members of this Insurance group, an organization designed to bring the insurance industry within the framework of the National Socialist regime.



V. AGRICULTURAL RECORDS<sup>1/</sup>

In view of the comprehensive character of the agricultural administration in Germany, it should not be difficult to locate within that organization most of the key records regarding food production, distribution, and consumption. All these records should be covered by the general proclamation. At the same time, it might be announced, through the radio and the press, that infringement of the order would inevitably lead to the most critical disturbances to food and feed distribution, and would result in drastic requisitions of agricultural products and livestock on farms, irrespective of any other consideration, since in the absence of these records there could be no basis for the assessment of reasonable delivery quotas and feed requirements.

a. General Agricultural Records

Attention is drawn in particular to the records kept with the Ministry of Agriculture (see Section I, above) and the central Reichsnährstand (Reich Food Estate) organization which, since 1939, has been a part of that Ministry.

Records at the state or provincial level are kept with the Landesernährungsämter (Regional Food Offices), which embody the 30 Landesbauernschaften (Regional Peasant Unions) of the Reichsnährstand.

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<sup>1/</sup> This Section was prepared by Department of Agriculture, O.F.A.R. If necessary, additional information could be secured from original source material including the publications and ordinances of the Landesbauernschaften and Ernährungsämter. Location and addresses of the various agricultural sub-organizations can be found in Mentzel and von Lengerke, Landwirtschaftlicher Kalender, published every year in two parts by the firm of Paul Parey, Berlin. For details see Civil Affairs Guide on Food Production, Rationing, and Distribution in Germany.

Records at the county or city level are kept with the Ernaehrungs-  
aemter (Food Offices) which embody the 700 Kriesbauernschaften (County  
Peasant Unions) of the Reichsnaehrstand. At this level, particular  
importance attaches to the population records by consumer classifications,  
the records relating to the system and operation of food rationing, the  
records of farmer delivery quotas, production plans, feedstuffs  
distribution, farmer food, feed and seed quotas, and the like.

b. Farm Records

It will also be important to locate and preserve the so-called  
"Hofkarte" (farm card), or farm record, which gives all significant data  
on land use, production, livestock, deliveries, etc., of each individual  
farm. The original Hofkarte is kept in a collective file in the  
60,000 local Ortsbauernschaften (Local Peasant Unions) of the Reichs-  
naehrstand, while a second set is kept with the Kreisbauernschaften.  
Many farms also keep an additional copy of their own Hofkarte.

c. Distribution and Marketing Records

Plans and records of farm deliveries and the distribution of  
foodstuffs and feedstuffs on an interregional basis are prepared and  
kept by the Hauptvereinigungen (Central Marketing Associations) in  
various commodity lines, such as grain-and-feedstuffs, potatoes, sugar,  
milk-fats-and-eggs, livestock-and-meat, brewing industry, and fish.  
These Hauptvereinigungen, with their local sub-organizations, are  
responsible for the orderly distribution and storage of foodstuffs  
and feedstuffs on an interregional basis. Each Hauptvereinigung has  
a business division for the actual execution of transactions, and the  
business division is usually identical with a Reichsstelle (Reich Office)  
in the same commodity line. It is for the account of the Reichsstellen  
that trading with other countries takes place. The records of such

transactions are kept with these organizations.

d. Land Registry, and Related Records.

Attention should also be drawn to the records of the cooperatives, to the Grundbuch (Real Estate Register) and to other records kept with the local and regional courts, including the central Reichserbhofgericht (Reich Farm Inheritance Court) and the lower courts concerned with inheritance records and procedures. See Section I, above, and Appendix E.

In the past year or so, the cooperative utilization of farm machinery and the so-called "Landnutzungstausch" (land use exchange)<sup>1/</sup> have assumed some significance. As a result, records relating to these matters will be of interest and should be traceable somewhere in the local Reichsnaehrstand organization or with the local cooperatives and courts. The Hofkarte will also contain information on these subjects.

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<sup>1/</sup> Landnutzungstausch is a sort of consolidation of farm holdings on a temporary basis, for purposes of more efficient utilization of the land, without change in ownership.

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#### APPENDIX A

##### Organization of Records in Germany 1/

It is characteristic of German administration that, except in smaller field offices and communes, records are administered by special organizational units, well integrated with the agencies which they serve. As a rule, a record office (Registratur or Aktei) is established in each agency to control the flow of incoming and outgoing correspondence and to preserve, arrange, and service the agency's files. Major agencies have a number of record offices in strict correlation with their main units. In a ministry, for example, records offices are attached to the Office of the Minister (Centralbüro) and to the different divisions (Abteilungen) into which the ministry is divided. These divisions, which are the equivalent of the bureaus of a department of our Federal Government, are mostly designated with roman numerals, and their records offices bear the same number. Registratur V, thus, corresponds to Abteilung V of a ministry and administers all the divisional files in rooms adjacent to those of the division. In large divisions of ministerial as well as provincial, district, and communal authorities, records offices are broken down into a number of Registraturen, designated with the number of the division and a lower-case letter added to it (Registratur Va, Vb, Vc, etc.). Since, in most cases, divisions are charged with

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1/ This appendix was prepared by the National Archives.

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well-defined functions, the materials in their records offices are equally well-defined and do not overlap.

It should be stated that, in recent years, there have been recommendations to abolish the record office and to have the files kept and serviced by secretarial personnel. In spite of such suggestions, however, special records offices have been maintained in most agencies, although occasionally Expedienten-Registraturen (files maintained by clerks of the drafting or dictating officers) may be found.

Record officers (Registratoren) are taken from the ranks of the "middle career service," open to young men with the average high-school training and to veterans who have received adequate training and have passed the prescribed examination. In the ministries and other central authorities, the chief record officer (Registraturvorsteher) has the title of office counsellor (Amtsrat) while the records offices of agencies on the lower levels are under the charge of an Amtmann. The chief record officer is assisted by a comparatively small staff of officials (Registratoren, Registraturbeamte) and employees (Angestellte).

The classification, handling, and keeping of records have become thoroughly standardized in the process of office reform (Büroreform) during the last years. The Ministry of Posts, the present Railroad Division of the Ministry of Communications, and other central authorities have issued uniform classification schemes (Einheitsaktenplan) for all their field offices, and, for records offices of communes, too, a standard organization of records seems to be widely used.

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Even where standard schemes are not followed, the classification of records is now generally logical and simple. As a rule, an agency has one classification scheme, although, physically, the main groups of records may be administered by different records offices. The breakdown into subjects and subsubjects reflects the breakdown of functions within the agency. File marks or symbols are assigned to the individual files according to the four digit systems (Vierziffernplan), a simplified version of the Dewey decimal system, wherein the main field is denoted by the first digit, while groups, subgroups, and individual topics are indicated by the second, third, and fourth digits respectively.

As to their physical make-up, German files differ widely from those found in this country. Records, formerly stitched in folders, are now provided with punch holes and kept in mechanical binders, similar to our loose-leaf books. The binders consist of covers (Aktendeckel) of heavy pasteboard, are about two inches thick, and have on the inside a mechanism which can be opened quickly if papers are to be taken out or inserted. Binders are stored vertically on shelves like books, which gives to a German record office the appearance of a library. Labels on the back and on the front cover, possibly of different color for each division of an agency, serve to identify the binders.

It has been an aim of the reform movement of recent years to simplify the finding aids to be kept in a record office, to reduce their number, and, especially, to do away with the recording of all incoming and outgoing correspondence in daily registers. In many agencies, however, such registers, although of a simplified type, are still used.

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Where daily registers and indexes have been discontinued, a card file of writer's cards (Einsenderkartei) serves to trace correspondence with public agencies or persons.

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## APPENDIX B

### The Use of Business Machines In Germany 1/

One company is responsible for 90 to 95 percent of Germany's total production of all business machines. This company is the Deutsche Hollerith Maschinen G.m.b.H (Dehomag), an affiliate of the International Business Machines Corporation, with factories at Lichter-Feld-Ost, Berlin and at Sindelfingen, SW of Stuttgart. These plants manufactured 90 to 95 percent of the cards used in Germany in 1942.

The purpose of business machines is to save time and operating expenses by replacing bookkeeping with mechanized accounting. The method consists briefly in the following: Holes are punched with a typewriter-like device on a card and, by the different locations of the holes on the card, data are inscribed. This step is the equivalent of posting an item in an account book in manual bookkeeping. Another machine, the electric sorting machine, classifies the cards after being punched and puts them in desired sequence or classification. The accounting or tabulating machines take the classified punched cards and produce automatically complete printed reports.

There are several kinds of accounting machines. The alphabetic accounting machine, for instance, prepares finished reports which contain names, addresses and description of the items in question. This machine also adds, subtracts, and prints numerical information from the card and

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1/ This Appendix is based on the Report On Deutsche Hollerith Maschinen G.m.b.H., German subsidiary of I.B.M. Corporation, prepared by the Department of Justice, War Division



prints all information on the card itself as well, so that it can be read without the necessity of de-coding,

Another machine, the verifier or controller, is used to discover errors made in punching the cards. The high-speed reproducer is designed to make copies or duplicates of the already punched cards.

The uses of these machines in Germany is extensive among the largest firms and government agencies. In 1937 about 350 firms and agencies used such systems and the number has since increased considerably. Their use in some ministries and governmental agencies is indicated below.

Reichskriegsministerium (Ministry of War).

By the punch-card method the Personalamt (Personnel Division) keeps an up-to-date roster of all men in the armed forces subdivided according to age, education, special abilities, etc. which is used among other things in determining the available number and location of troops for special purposes. For example, if a Gauleiter in Poland needs a number of technicians who speak Polish but are not Poles, it is possible to secure the exact name and location of men in their present unit by placing the cards in a sorting machine which gives the answer mechanically.

The Medical Section of the army uses this system for gathering its statistics on casualties, etc., the Heerverpflegungsamt (Quartermaster of the Army) to keep current inventories, check deliveries, money advanced, etc., the Kriegszahlmeister (Army Paymaster) to make up all payrolls, allotment accounts and reports to the Ministry.

The Luftwaffe (German Air Force) uses business machines to keep an accurate account of the number of planes on hand, spare parts in warehouses throughout the country, to calculate material to be ordered, etc. They are used, furthermore, to keep records of the number of flights made by an aviator, hours spent in the air, the type of plane used, wear and tear on the planes, number of parts replaced, etc.

The Veterinary Corps uses punch-card machines to keep a record of each horse, mule, dog, etc. used by the armed forces.

The Intelligence Section uses specially designed machines to code and decode both their own codes and those of foreign countries.

For the use of business machines by the Reichsbahn see the text on page 19 and for the use in industry see Appendix I.

Records of Notaries Public<sup>1/</sup>

The functions of notaries public in Germany include the recording of legal transactions, the authentication of signatures, the writing of wills, etc. Notarial documents have the character of legal instruments, and their originals remain in the custody of the notary who delivers copies to the parties involved.

Notaries are required to keep the following books:

- (a) a register of documents (Urkundenrolle)
- (b) a book of deposits (Verwahrungsbuch)
- (c) a book of assets (Massenbuch)

All notarial transactions (Beurkundungen), with a few minor exceptions, are to be listed in the register of documents which, thus, makes it possible to trace all the transactions recorded by an individual notary. The originals of notarial documents are assembled in the consecutive order of their register numbers and either stitched in folders (Aktenbände) or inserted in loose-leaf binders (Schnellhefter and Aktenordner).

Correspondence relating to notarial transactions ~~and~~ can be destroyed after it has become more than 10 years old, but books and documents are to be kept indefinitely and turned over to the successor upon the death or retirement of the notary. Older notarial archives are transferred to state archival agencies.

Basic legislation: (Reichsnotarordnung vom 13. Februar 1937 and Dienstordnung für notare vom 5. Mai 1937).

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<sup>1/</sup> This Appendix was prepared by the National Archives.

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APPENDIX D

Court Records <sup>1/</sup>

The Geschäftsstellen (managing offices) of courts and public prosecutor's offices enter all transactions (Geschäftsvorgänge) in registers which are started at the beginning of each calendar year. Card files may be used instead of bound volumes. Political and press criminal cases are earmarked in the column Bemerkungen (Remarks) of the form to be used for these registers. Indexes in book or card form must be kept.

All the registers to be maintained by courts of the various instances, including the public registers, such as the commercial register, the marriage property register, the land register, etc. are listed in the Aktenordnung. See also under Grundbuch (Land Register), **Appendix E**.

The documents relating to a case are, as a rule, still stitched in folders which are stored horizontally on pigeon-holed shelves. The cover of the folder indicates the name of the judicial authority, the nature of the case, the names of mandatories or counsels for the defendant, and the file mark. Cases involving detention, political and press crimes, juveniles, foreigners, espionage, and treason are identified as such by means of colored labels, print, or annotation with a colored pencil.

Basic legislation: (Anweisung für die Verwaltung des Schriftguts bei den Geschäftsstellen der Gerichte und Staatsanwaltschaften vom 28 Oktober 1934 - Aktenordnung)

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<sup>1/</sup> This Appendix was prepared by the National Archives.

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Of the three divisions, division No. 1 shows the owner and the date of the conveyance or other form of acquisition; division No. 2 reveals all encumbrances other than mortgages and all limitations of the right of ownership; division No. 3 serves to enter all mortgages and quitrents.

Basic Legislation:

Allgemeine Verfügung u"ber Einrichtung und Führung des  
Grundbuchs vom 8 August 1935 - Grundbuchverfügung

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## APPENDIX E

Grundbuchamt (Land Register Office) - Land Records<sup>1/</sup>

Land registers (Grundbücher) and supplementary documents are kept in the land register offices (Grundbuchämter) of the local courts (Amtsgerichte), the district of each commune (Gemeindebezirk) being considered a land register district (Grundbuchbezirk) for this purpose. The land registers are bound books, containing the consecutively numbered land register sheets (Grundbuchblätter; actually units of sheets) for the individual properties (Grundstücke) located in the land register district.

The Grundbuchblatt consists of a title page (Aufschrift), and inventory (Bestandsverzeichnis), and three divisions (Abteilungen).

The Aufschrift shows the name of the Amtsgericht and that of the Grundbuchbezirk, the number of the volume, when there is more than one volume for the same district, and the number of the Grundbuchblatt.

The Bestandsverzeichnis identifies the property by indicating its component parts, its land survey district (Gemarkung), its land survey designation according to letters or numbers of the land survey map, its number in the tax rolls for real estate and dwelling taxes, its usage as house, meadow, or arable land, the street on which it is located, and its size.

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<sup>1/</sup> This Appendix was prepared by the National Archives

APPENDIX F

THE REICHBOARDS (REICHSTELLEN) AS OF MARCH 1944

Reich Boards Controlled by the Ministry of Economics

1. Iron and metals
2. Precious metals
3. Chemicals
4. Industrial fats and cleansing products
5. Rubber and smoke blacks
6. Textiles
7. Clothing
8. Leather and leather products
9. Paper and printing
10. Glass and ceramics and wood products
11. Stone and earth
12. Machinery
13. Electrical engineering
14. Precision and optical instruments
15. Coal
16. Tobacco and coffee
17. Mineral oils
18. Furs
19. Potash and salts
20. Technical products
21. Packing materials
22. Wood construction

Reich Boards Controlled by the Ministry for Food and Agriculture

23. Grain, fodder, and agricultural products
24. Fats and eggs
25. Garden and vineyard products
26. Seeds
27. Fish
28. Animals and animal production

Reich Board Controlled by the Reich Forest Master

29. Timber

## APPENDIX G

Police Records Concerning Registration of Individuals<sup>1/</sup>I. The National Registration System

The decree on registration (Reichsmeldeordnung) distinguishes two types of inhabitants, those with a permanent residence (dauernder Aufenthalt) and transient persons (vorübergehender Aufenthalt). Anyone staying or intending to stay at a place two months or longer is considered a permanent resident.

In most communes the burgomaster's office constitutes the registration authority (Meldebehörde), while in communes with State police administration the State police authority maintains a registration office (Meldeamt). In major cities, as for instance in Berlin, a central registration office (Zentral-Meldeamt) and registration offices at the police bailiwicks (Polizeireviere) are provided for. In this case, the Polizeireviere register by dwellings (grundstücksweise), while the Zentral-Meldeamt has a central alphabetical card catalog for the whole city.

(a) Permanent Residents

The forms for both the reporting of arrival and of departure are called Meldeschein, they are identical in form, but those used in connection with arrival bear the heading Anmeldung, those for departure Abmeldung. They contain all pertinent personal data of the individual, also whether he has a passport, license for carrying weapons, for hunting, driving, piloting, etc. These reports are filed in triplicate at the Meldestellen (Registration Offices) and

<sup>1/</sup> This Appendix was prepared in collaboration with the Office of Strategic Services.



the police built up four separate registers from them:

- 1) The Personenregister is an alphabetical arrangement of cards for every person registered, kept at the local police headquarters and the district police station.
  - 2) The Hausregister contains the same cards arranged alphabetically by street and numerically by house number. They are kept by the police department as long as the house stands and show everyone who ever lived in the building.
  - 3) The Volkskartei (People's Card Index) is classified by the year of birth. The age classes are subdivided by sex, education, professional skills, and special abilities. Tabs and different colors for various types are used and serve primarily the needs of war and labor drafting. They are kept at the local police headquarters of the person's residence and are transferred to other stations if the person moves. Although the continuance of the system was suspended in August 1943, it is still considered as one of the best sources concerning special qualification of German personnel.
  - 4) Ausländerkartei (Alien card Index). The data are transmitted to Alien Offices (Auslaendermat) at the seat of county administrators.
- (b) Transients

Persons who have a temporary residence (guests of hotels, patients in hospitals, etc.) register with the police through the owner or manager of the establishment. The so-called Kleiner Meldeschein is used and filed with a special department of the police.

## II. Where to Find Registration Files

In order to use the national registration system, the following agencies should be consulted:

a. Police Headquarters and City Hall - The inquirer should go to Police Headquarters of the given municipality (Polizeipraesidium, or Polizeidirektion, or Polizeiamt) and ask for the Einwohnermeldeamt or the Polizeisekretär, Stadtschreiber, or Ratschreiber. The location of the Police Headquarters is in the City Hall, except in those cities with State Police Administrations, where it is located in a special building.<sup>1/</sup>

b. Precinct Offices. In larger cities, duplicates are kept in the precinct offices (Polizeiämter or Polizeireviere).

c. County Administrator's Office. A duplicate of the municipal files of the People's Card Index is kept for each community in the office of the County Administration (Landrat). Furthermore, there is an alphabetical index of the inhabitants of the county in this office.

d. Reich Statistical Office has records on national figures, kept up to date as the registration offices send duplicates of registrations to that office.

## III. Specialized Registration Systems

### a. Gestapo Card Indexes

The following files are kept in the offices of the State Police

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<sup>1/</sup> Civil Affairs Guide on Public Safety and Police in Germany.

Directorates (Staatspolizeileitstellen) and the State Police Offices (Staatspolizeistellen):<sup>1/</sup>

1. Highly dangerous persons.
2. Less dangerous persons.
3. Dangerous persons.
4. Jews.
5. Part Jews.

b. Register of Inmates of Concentration Camps

The Gestapo Directorates and Offices keep the register of inmates of concentration camps in the areas under their jurisdiction. Copies are to be found in the concentration camps themselves.

c. Register of Political and Other Organizations

Membership lists of political parties and of other organizations with a political coloring were seized by the Gestapo in 1933. Many of these lists are incomplete, and it is not known at which of the various Gestapo agencies the originals or copies are filed. It is to be assumed, however, that data based on these lists is to be found in the Main Office for the Security of the Reich in Berlin and, in part, in the State Police Directorates and Offices.

d. German Minorities Registration

The Gestapo maintains files on repatriated Germans, "Racial Germans" (Volksdeutsche) who have entered Germany since 1938, and on Germans living abroad. The files for the first two groups are main-

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<sup>1/</sup> See Appendix H for a list of these agencies.

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tained by the Directorates and Offices throughout Germany; the files of the latter are maintained by the Berlin Police Headquarters. A separate index is set up for re-immigrant Germans (Rückwanderer).

There is a central register of Germans abroad at the Foreign Section of the Nazi Party (Auslandsorganisation) at Berlin-Wilmersdorf, Westfaelische Str. 1. Duplicate of this register is at the Deutsches Auslandsinstitut, Stuttgart, Danziger Freiheit and the Volksbund für das Deutschtum im Ausland, Berlin, W30 Martin Luther Strasse.

e. Administrative Police Indexes

The municipal police authority in each city or town keeps files of all persons officially connected with civil air raid organizations, of persons holding licenses, and of members of the Technical Emergency Corps (Technische Nothilfe).

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Location of the Major German Police Authorities and Agencies

Note: The abbreviations used in the different columns are explained hereafter.

Column I

Landespolizeibehörde (Higher Police Authorities) -- superior level:

RP	- Regierungspräsident (District President)
LReg.	- Landesregierung (Land Government)
RS	- Reichstatthalter (Reich Governor)
MI	- Minister des Innern (Minister of Interior)
AI	- Abteilung Inneres (Department of Interior)

Column II

Staatliche Polizeiverwaltung ("National" Police Administration):

PP	- Polizei Präsidium (Police Presidency)
PD	- Polizei Direktion (Police Directorate)
PA	- Polizeiamt (Police Office)--unattached
A	- Polizeiamt (Police Office)--unattached to a directorate or a Presidency
Z	- Polizeiizweigstelle (Branch Office of a Directorate or Presidency). (Note: The towns listed in brackets below on "A" or "Z" are seats of the Presidency or Directorate to which the Polizeiamter or Polizeiizweigstellen respectively are attached.)
LR	- Indicates the towns in Baden where a Landrat (rural councillor) heads the Staatliche Polizeiverwaltung

Column III

Kriminalpolizei (Criminal Police):

LS	- Leitstelle (Head Office)
S	- Stelle (Office)

Column IV

Geheime Staatspolizei (Gestapo--Secret Police):

LS	- Leitstelle (Head Office)
S	- Stelle (Office)
ADS	- Aussendienststelle (Outpost)

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1/ This Appendix was prepared by the Office of Strategic Services.

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Column V

Sicherheitsdienst (SD—Security Service) of the SS:

LA	- Leitabschnitte (Main Section)
A	- Abschnitte (Section)
HAS	- Hauptausenstelle (Outpost)

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LOCATION OF THE MAJOR GERMAN POLICE AUTHORITIES AND AGENCIES

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	I	II	polizei : Staatspolizei	V
Prussia			III : IV	
Aachen .....	RP	PP	S	HAS
Allenstein .....	RP			HAS
Arnsberg .....	RP			
Aurich .....	RP			
Berlin .....	Polizei Präsident	PP	IS	LA
Bielefeld .....				
Bitterfeld .....		PD		HAS
Bochum .....		PP	S	
Bonn .....				
Bottrop .....	A			
	(Recklinghaus- en)			
Brandenburg .....				
Breslau .....	RP	PP	IS	LA
Beuthen .....		A (Gleiwitz)		
Celle .....				
Cottbus .....				
Cuxhaven .....		PD		
Diez (Lahn) .....				
Dortmund .....		PP	S	A
Düsseldorf .....		PP	IS	LA
Duisburg .....	RP	PP		
Eberswalde .....				

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	I	II	polizei : Staatspolizei	V
			III : IV	
Prussia (Con-				
tinued)				
Eisleben .....				
Erfurt .....	RP	PP	S	ADS
Essen .....		PP	S	
Eutin .....				
Flensburg .....		PD	S	
Frankfurt/Main ..		PP	S	
Frankfurt/Oder ..	RP	PP (PP?)	S	A HAS
Fulda .....				
Gelsenkirchen ....		A		
		(Recklinghausen)		
Geldern .....				
Gladbeck .....		A		
		(Recklinghausen)		
Glatz .....		PP		
Gleiwitz .....				
Glogau .....				
Goerlitz .....				
Goldap .....				
Göttingen .....				
Güben .....				
Gumbinnen .....	RP			
Hagen i. W. ....				
Halle a. d. Saale		PP	IS	LS
Hamburg .....				A

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime : polizei : Staatspolizei	dienst
TOWN	I	II	III	IV
Prussia (Con- tinued)				V
Hamm i. W. ....		PD		
Hanau .....		PD		
Hannover .....	RP	PP	IS	IS
Hemelungen .....				
Herne .....		A (Bochum)		
Hildesheim .....	RP		ADS	
Hindenburg .....		A (Gleiwitz)		
Inslerburg .....				
Kassel .....	RP	PP	S	HAS
Kattowitz .....	RP	PP	IS	LA
Kiel .....		PP	S	A
Koblenz .....	RP	PP	S	A
Köln .....	RP	PP	IS	A
Königsberg i. Pr.	RP	PP	IS	LA
Königshutte		A (Kattowitz)		
Koeslin .....	RP		S	
Krefeld-Verdingen				
Landsberg a. d.				
Weser .....				
Liegnitz .....	RP		ADS	HAS
Lingen .....				
Lötzen .....				
Lübeck .....				
Lüneburg .....	RP	PP	ADS	
Magdeburg .....	RP	PP	IS	

LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei	Sicherheits-
			(Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	I	II	polizei : Staatspolizei	V
			III : IV	
Prussia (Con-				
tinued)				
Memel .....		PD		
Merseburg .....	RP	A		
		(Halle a. d.		
		Saale)		
Minden .....	RP	A		
Mülheim (Ruhr) ...		(Oberhausen)		
München-Gladbach-				
Rheydt .....		PP		
Münster i. W. ....	RP	PP	S	HAS
Neumünster .....				A
Neustettin .....				
Nienburg a. d. We-				
ser .....				
Oberhausen .....		PP		
Oppeln .....	RP	PD	S	HAS
Osnabrück .....	RP		ADS	
Paderborn .....				
Potsdam .....	RP	PP	S	HAS
Ragnit .....		Z		
		(Ragnit)		
Recklinghausen ..		PP	S	
Remscheid .....		A		
		(Wuppertal)		
Rendsburg .....				
Schleswig .....	RP			
Schneidemühl .....	RP		S	
Siegen .....	RP			

LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	"	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	behorde		polizei : Staatspolizei	
	I	II	III : IV	V
Prussia (Con-				
tinued)				
Sigmaringen .....	RP	A		
Solingen .....		(Wuppertal)		
Sosnowitz .....		PP		
Stade .....	RP			
Stargard i. Pomern				
Stendal .....	RP	PP	LS	LA
Stettin .....				
Stolp i. Pomer ...				
Strasland .....		PD		
Suhl .....		PD	S	HAS
Tilsit .....				
Torgau .....				
Trebnitz .....				
Trier .....	RP		S	
Waldenburg i. Schl.		PP	S	
Weissenfels .....		PP		
Wesermunde .....		PP	ADS	
Wiesbaden .....	RP	PP		
Wittenberg .....		PD		
Wormditt .....				
Wuppertel .....		PP	S	
Zeitz .....		Z		
Zichenau .....	RP	(Weissenfels)	S	A

LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	I	II	polizei : Staatspolizei	V
			III	
<b>B a v a r i a</b>				
Ansbach .....	RP			HAS
Augsburg .....	RP	PF	S	A
Bayreuth .....				
Fürth .....		A		
		(Nürnberg)		
Hof .....		PD		
Kaiserslautern ..		PD		
Ludwigshafen .....		PP	S	
München .....	RP	PP	IS	LA
Neustadt a. d. W..				
Nürnberg .....		PP	S	A
Regensburg .....	RP	PD	S	
Speyer .....	RP			
Würzburg .....	RP	PP	S	HAS
Zweibrücken .....		PA	ADS	
<b>S a x o n y</b>				
Chemnitz .....	RP	PP	S	HAS
Dresden .....	RP	PP	IS	LA
Halberstadt .....				
Leipzig .....	RP	PP	S	HAS
Plauen .....		PP	S	
Zwickau .....	RP	PP	ADS	



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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAD	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
TOWN	I	II	polizei : Staatspolizei	V
Wurttemberg:			III : IV	
Ebingen .....		PA		
Esslingen .....		PD		
Friedrichshafen ...		PD		
Göppingen .....		PA		
Heidenheim .....		PA		
Heilbronn .....		PD		
Ludwigsburg .....		PD		
Reutlingen .....		PA		
Schramberg .....		PA		
Schwäbisch-Gmünd ...		PA		
Schwennungen .....		PA		
Stuttgart .....	MI	PP	IS	IA
Tübingen .....		PA		
Tutlingen .....		PA		
Ulm a. d. Danube ...		PD		
Baden				
Baden-Baden .....		PD		
Bruchsal .....				
Freiburg .....		PP		
Heidelberg .....		PD		
Karlsruhe .....	MI	PP	S	HAS
Kehl .....		IR	IS	

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime	dienst
Town	I	II	polizei : Staatspolizei	V
Baden (Con- tinued)			III	
Konstanz .....		LR		
Lahr .....		LR		
Lörrach .....		LR		
Mannheim .....		PP		
Offenburg .....		LR		
Pforzheim .....		PD		
Rastatt .....		LR		
Waldshut .....		LR		
Thüringen				
Altenburg .....		PD		
Gera .....		PD		
Botha .....		PD		
Jena .....		PD		
Weimar .....	MI	PP	S	A
Zella-Mehlis .....		PA		
Hessen				
Darmstadt .....	RS	PP	S	HAS
Friedberg/Bad Nau- heim .....		A (Glessen)		
Giessen .....		PD		
Mainz .....		PP		

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime polizei : Staatspolizei	dienst
Town	I	II	III : IV	V
Hessen (Con- tinued)				
Offenbach .....		PD		
Worms .....		PD		
Mecklen- burg				
Rostock .....		PP		
Schwerin .....	AI		S	HAS
Braunsch- weig				
Braunschweig .....	MI	PP	S	A
Wattenstedt-Salz- gitter .....		A (Braunschweig)		
Oldenburg				
Oldenburg .....	MI			
Wilhelmshaven ...		PP	S	
Hamburg				
Hamburg .....	RS	PP	IS	LA

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the	Sicherheits-
			Sicherheitspolizei (Security Police)	
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime polizei : Staatspolizei	dienst
Town	I	II	III : IV	V
Bremen				
Bremen .....	Regierende Bürgermeister	PP	IS	S
Anhalt				A
Dessau .....	RS	PP	S	ADS
Lippe				HAS
Detmold .....	RS			
Schaumburg-				
Lippe				
Bückeburg .....	IReg.			
Westmark (Saarland Only)				
Saarbrücken .....	RS	PP	S	S
Reichsgau Wien				A
Wien .....	RS	PP	IS	IS
				LA

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LAND OR	Landespolizei -	Staatliche	Dienststellen (Units) of the	Sicherheits-
Reichsgau	behörde	Polizeiverwaltung	Sicherheitspolizei (Security Police)	dienst
Town	I	II	Kriminal - polizei : Staatspolizei III : IV	V
Reichsgau Niederdonau				
St. Poelten ....	RS	PD	(LS)	(LA)
Wien .....		PD		
Wiener Neustadt.		PD		
Znaim .....				
Reichsgau Oberdonau				
Linz .....	RS	PP	S	A
Steyr .....		A (Linz)		
Wels .....	:	A (Linz)		
Reichsgau Steiermark				
Graz .....	RS	PP	S	A
Leoben .....	RS	PD		
Reichsgau Kärnten				
Klagenfurt ....	RS	PD -	S	A
Villach ....	RS	A (Klagenfurt)		

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LAND OR	Landespolizei-	Staatliche	Dienststellen (Units) of the : Sicherheits-	
:	:	:	Sicherheitspolizei	:
:	:	:	(Security Police)	:
REICHSGAU	behörde	Polizeiverwaltung :	Kriminal : Geheime	dienst
:	:	:	polizei : Staatspolizei	:
TOWN	I	II	III : IV	V
Reichsgau				
Salzburg				
Salzburg .....	RS	PD	S	HAS
Reichsgau				
Tyrol-Vor-				
arlberg				
Innsbruck .....	RS	PP	S	A
Reichsgau				
Süd <sup>^</sup> etenland:				
Aussig .....	RP	PP		
Br <sup>u</sup> z .....		PP		
Gablon <sup>u</sup> .....		A		
		(Reichenberg)		
Karlsbad .....	RP	PD	S	HAS
Reichenberg .....		PP	S	LA
Teplitz-Schö <sup>n</sup> au		A	:	
		(Aussig)		
Troppau .....	RP	PD	S	HAS
Reichsgau				
Danzig -				
Westprussia				
Bromberg .....	RP	PP	S	

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LAND OR	Landespolizei -	Staatliche	Dienststellen (Units) of the:	Sicherheits-
			Sicherheitspolizei (Security Police)	dienst
REICHSGAU	behörde	Polizeiverwaltung	Kriminal- : Geheime polizei : Staatspolizei	
TOWN	I	II	III : IV	V
Reichsgau				
Danzig -				
West Prus-				
sia (Continued)				
Danzig .....	RP	PP	LS	LA
Elbing .....		PP		
Gotenhafen ....		PP		
Graudenz .....		PD	S	
Marlenwerder ..	RP			HAS
Thorn .....		PD		
Reichsgau				
Wartheland:				
Hohensalza ....	RP	PD	S	HAS
Leslau .....		PP		
Litzmannstadt ...	RP	PP	S	A
Pabianice .....		A		
Posen	RP	(Litzmannstadt) PP	LS	LA

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## APPENDIX I

### Uniform Accounting System in Industry

In November 1936, and on subsequent dates, the Reichswirtschaftsministerium and the Reichskommissar für die Preisbildung (Ministry of Economic Affairs and Commissar for Price Control) issued decrees requiring each industry to set up a fairly uniform accounting system so that the Ministry could be furnished periodically with certain basic information, such as investment and capital accounts, finance accounts, accounts of stock piles, cost of materials, cost of labor, etc. Abstracts containing these data must be submitted monthly. By June 1940 all major firms in Germany were operating under this system.

The Commissar instructed these firms to install business machines wherever possible, leaving the decision in the discretion of plant in some instances, and making the installation mandatory in others.

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APPENDIX J

Important German Banks

<u>Name</u>	<u>Head Office Location</u>
<u>I. Reich and Nazi-Controlled Credit Institutions</u>	
Deutsche Reichsbank	Berlin
Deutsche Golddiskontbank	Berlin
Reichskreditgesellschaft	Berlin
Bank der Deutschen Arbeit	Berlin
Deutsche Girozentrale- Deutsche Kommunalbank	Berlin
Postsparkasse	Berlin
Deutsche Zentralgenossen- schaftskasse	Berlin
Deutsche Rentenbank-Kredit- anstalt	Berlin
Deutsche Rentenbank	Berlin
<u>II. State Banks</u>	
Preussische Staatsbank	Berlin
Bayerische Staatsbank	Munich
Sächsishe Staatsbank	Dresden
Thüringische Staatsbank	Weimar
Württembergische Staatsbank	Stuttgart
<u>III. Major Commercial Banks</u>	
Deutsche Bank	Berlin
Dresdner Bank	Berlin
Commerz-und-Privatbank	Berlin

<u>Name</u>	<u>Head Office Location</u>
<u>Major Commercial Banks (cont'd)</u>	
Berliner Handels-Gesellschaft	Berlin
Allgemeine Deutsche Kredit Anstalt	Leipzig
Länderbank	Vienna
Bayerische Hypotheken und Wechselbank	Munich
Kreditanstalt-Bankverein	Vienna
Vereinsbank	Hamburg
Norddeutsche Kreditbank	Bremen
IV. <u>Specialized Banks and Lending Institutions</u>	
Deutsche Industriebank	Berlin
Heeres-Rüstungs A.G.	Berlin
Deutsche Bau-und-Bodenbank	Berlin
Deutsche Gesellschaft für Oeffentliche Arbeiten	Berlin
Deutsche Verkehrskreditbank A.G.	Berlin
Bank der Deutschen Luftfahrt	Berlin

APPENDIX K

Leading German Insurance Companies 1/

<u>Company</u>	<u>Location</u>	<u>Lines</u>
Allianz und Stuttgarter Versicherungs A.G.	Berlin	All except life; reinsurance all branches.
Münchener Rückversicherungs A.G.	Munich	Reinsurance.
Agrippina Allgemeine Versicherungs A.G.	Cologne	Fire & casualty.
Agrippina Fluss Landtransport Versicherungs Gesellschaft.	Cologne	Reinsurance; Marine, liability.
Albingia Versicherungs A.G.	Hamburg	Fire, casualty, reinsurance.
"Columbia"-Kölnische Feuer-und Unfall Versicherungs A.G.	Cologne	Fire & casualty all branches.
Aschener Münchener Feuer- versicherungsgesellschaft.	Stettin	Fire.
Deutscher Ring Allgemeine Versicherungs A.G.	Hamburg	Fire & casualty.
Gerling- Konzern Allgemeine Versicherungs A.G.	Cologne	Fire & casualty.
Magdeburger Feuerversicherungs Gesellschaft.	Magdeburg	Fire & casualty.
Magdeburger Rückversicherungs A.G.	Magdeburg	Reinsurance.
Mannheimer Versicherungs Gesellschaft.	Mannheim	Fire, liability & reinsurance for fire.
Nord-Deutsche Versicherungs Gesellschaft.	Hamburg	Fire & casualty.
Nordstern Allgemeine Versicherungs A.G.	Berlin	Fire, casualty, & reinsurance.
Victoria Feuerversicherungs A.G.	Berlin	Fire & casualty.
Victoria Rückversicherungs A.G.	Berlin	Reinsurance.
Victoria Am Rhein Feuer und Transport Versicherungs A.G.	Düsseldorf	Fire, casualty, & transport.

1/ This appendix was prepared by the Foreign Funds Control, Treasury  
Department.

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<u>Government Agencies</u>	<u>Location</u>
Reichsaufsichtsamt für das Versicherungswesen	Berlin
Reichsgruppe Versicherungen	Berlin

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Draft of Proclamation

Article I - Preservation of Records

No person shall destroy, remove, suppress or spoil, in any way, without due authorization of the Chief Civil Affairs Officer, any of the following records:

(a) public records, including records of Reich, State, district, and local government authorities and agencies, as well as records of semipublic agencies, court records, records of notaries, public, of Chambers of Industry and Commerce, of Reichsgroups, of Reich boards, and of all other organizations, agencies, and institutions which are under Reich, state, district, or local authorities;

(b) records of headquarters, branch and field offices of the Nazi Party, and of all affiliated organizations;

(c) records of headquarters, branch and field offices of all police authorities and agencies;

(d) records of any kind, the preservation of which is required under German law, mentioned in article 6 below;

(e) industrial, commercial, financial, and agricultural records of any kind, including records of public utilities, insurance companies, ~~and~~ banks, and information bureaus;

(f) records of cartels, trusts, combines, and industrial research associations of any kind;

(g) any other records the preservation of which is the object of special orders issued by the Chief Civil Affairs Officer.

<u>Name</u>	<u>Head Office Location</u>
<u>Major Commercial Banks (cont'd)</u>	
Berliner Handels-Gesellschaft	Berlin
Allgemeine Deutsche Kredit Anstalt	Leipzig
Länderbank	Vienna
Bayerische Hypotheken und Wechselbank	Munich
Kreditanstalt-Bankverein	Vienna
Vereinsbank	Hamburg
Norddeutsche Kreditbank	Bremen

IV. Specialized Banks and Lending Institutions

Deutsche Industriebank	Berlin
Heeres-Rüstungs A.G.	Berlin
Deutsche Bau-und-Bodenbank	Berlin
Deutsche Gesellschaft für Öeffentliche Arbeiten	Berlin
Deutsche Verkehrskreditbank A.G.	Berlin
Bank der Deutschen Luftfahrt	Berlin

# APPENDIX K

## Leading German Insurance Companies 1/

<u>Company</u>	<u>Location</u>	<u>Lines</u>
Allianz und Stuttgarter Versicherungs A.G.	Berlin	All except life; reinsurance all branches.
Münchener Rückversicherungs A.G.	Munich	Reinsurance.
Agrippina Allgemeine Versicherungs A.G.	Cologne	Fire & casualty.
Agrippina Fluss Landtransport Versicherungs Gesellschaft.	Cologne	Reinsurance; Marine, liability.
Albingia Versicherungs A.G.	Hamburg	Fire, casualty, reinsurance.
"Columbia"-Kölnische Feuer-und Unfall Versicherungs A.G.	Cologne	Fire & casualty all branches.
Aachener Münchener Feuer- versicherungsgesellschaft.	Stettin	Fire.
Deutscher Ring Allgemeine Versicherungs A.G.	Hamburg	Fire & casualty.
Gerling- Konzern Allgemeine Versicherungs A.G.	Cologne	Fire & casualty.
Magdeburger Feuerversicherungs Gesellschaft.	Magdeburg	Fire & casualty.
Magdeburger Rückversicherungs A.G.	Magdeburg	Reinsurance.
Mannheimer Versicherungs Gesellschaft.	Mannheim	Fire, liability & reinsurance for fire.
Nord-Deutsche Versicherungs Gesellschaft.	Hamburg	Fire & casualty.
Nordstern Allgemeine Versicherungs A.G.	Berlin	Fire, casualty, & reinsurance.
Victoria Feuerversicherungs A.G.	Berlin	Fire & casualty.
Victoria Rückversicherungs A.G.	Berlin	Reinsurance.
Victoria Am Rhein Feuer und Transport Versicherungs A.G.	Düsseldorf	Fire, casualty, & transport.

1/ This appendix was prepared by the Foreign Funds Control, Treasury  
Department.

Article 2. Surrender of Records Removed.

Any person in possession of records protected by this proclamation, and for any reason whatsoever removed from their proper place before the occupation or thereafter, must surrender said records to their proper place, or to the nearest Military Government Headquarters, within \_\_\_\_\_ hours (or \_\_\_\_\_ days). Any person who initiated, or participated in, or has knowledge of the removal of records from their proper place, or has knowledge of their location, must notify the nearest Military Government Headquarters within the same time limit.

Article 3. Authority to Issue Orders.

The Chief Civil Affairs Officer may issue all such instructions and orders as may be requisite for the execution and carrying out of this proclamation, and may, without affecting the generality of the foregoing, make regulations for the best preservation and use of records.

Article 4. Offenses.

Any person who:

- (a) wilfully violates the prohibition contained in Article 1;
- (b) does not prevent the removal, destruction, suppression, or spoilage, of the records which, protected by this proclamation, are under his custody, care, or supervision;
- (c) does not comply with the order contained in Article 2, within the time limit prescribed;
- (d) wilfully violates any order issued under the power indicated in Article 3, including the directions given by the proper authority for the safeguarding of records (including containers, vaults, safe deposits, etc.) sealed, impounded, or in any way placed under military custody;
- (e) does any act to deprive the Military Government of the use or benefit of any record protected by this proclamation; shall be guilty of sabotage, and,



upon conviction by a Military Court, shall be subject to the death penalty, or liable to imprisonment, or fine, or both, as the court may determine.

Article 5. Other Offenses.

(a) Conspiracy, Advising, or Assisting Violation. Anyone who conspires to do any act constituting an offense under this proclamation or under any order issued by the authority of the Chief Civil Affairs Officer for the preservation or use of records, or who advises, assists in, or procures the commission of any such act shall be punishable as a principal.

(b) Attempts.

Any attempt to do any act which constitutes an offense under this proclamation or under any order issued by the authority of the Chief Civil Affairs Officer for the preservation or use of records, shall likewise constitute an offense which shall be punishable to the same extent as though the act had been committed.

Article 6. Violation of German Law

Any person who violates any provision of German law dealing with the maintenance, preservation and use of records, which is not in conflict with, nor superseded by the present proclamation, may, at the direction of the Chief Civil Affairs Officer or under his authority, be brought to trial before a Military Court, and on conviction by such court, may be punished as provided by such law.

Article 7. Effective Date.

This proclamation shall become operative in each district or part thereof within the occupied territory on the date of its first publication therein.

APPENDIX M

LIST OF IMPORTANT INSTITUTIONS AFFILIATED TO THE NAZI-PARTY

INSTITUTES AND ORGANIZATIONS CLOSELY  
ASSOCIATED WITH PARTY OFFICES

Reich Colonial League (Reichskolonialbund)

NS Reich Veterans Association (NS Reichskriegerbund)

Office for the Promotion of Literature (Amt Schriftumspflege)

Reich Association for German Prehistory (Reichsbund für Deutsche  
Vorgeschichte)

Committee on German Folklore (Arbeitsgemeinschaft für Deutsche  
Volkskunde)

Party Institute to Study the Jewish Question (Institut der NSDAP zur  
Erforschung der Judenfrage)

Academy for German Law (Akademie für Deutsches Recht)

German Automobile Club (Deutscher Automobile-Club, DDAC)

NAZI ORGANS UNDER THE REICH MINISTRIES

Winter Relief (Winterhilfswerk)

Reich Association for Tourist Traffic and Regional Associations for  
Tourist Traffic (Reichsfremdenverkehrsverband and Landesfremdenverkehrs-  
bände)

Reich Institute for the History of the New Germany (Reichsinstitute  
für Geschichte des Neuen Deutschlands)

Reich League for Air-raid Protection (Reichsluftschutzbund)

German School for Politics (Deutsche Hochschule für Politik)

Corps for Technical Emergency (Technische Nothilfe)

Reichs Chamber for Culture (Reichskulturkammer) and its subdivisions.

Reich Association of the German Press (Reichsverband der Deutschen Presse)

German Research Association (Deutsche Forschungsgemeinschaft)

Reich Academy for Physical Education (Reichsakademie für Leibesübungen)

NAZI ORGANIZATIONS WORKING  
AMONG GERMANS ABROAD

Foreign Organization (Auslands Organization, AO)

League for Germanism Abroad (Volksbund für das Deutschtum im Ausland, VDA)

German Foreign Institute (Deutsches Ausland-Institut, DAI)

Office for Dealing with those of German Race (Volksdeutsche Mittelstelle)

Alliance of German Societies Abroad (Verband Deutscher Vereine im Ausland, VDVA)

Comradeship USA (Kameradschaft USA)

GERMAN ORGANS SPREADING NAZI PROPAGANDA  
IN FOREIGN COUNTRIES

German Fichte League (Deutscher Fichte Bund)

World Service (Weltdienst)

German Academy (Deutsche Akademie)

Ibero-American Institute (Ibero-Amerikanisches Institut)

Alliance of Interstate Societies and Organizations  
(Vereinigung Zwischenstaatlicher Verbände und Einrichtungen),  
including among its constituent societies:

Nordic Society (Nordische Gesellschaft)

German-Bulgarian Society (Deutsch-Bulgarische Gesellschaft)

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German-Finnish Society (Deutsch-Finnische Gesellschaft)

German-French Society (Deutsch-Franzoesische Gesellschaft)

German-Ibero-American Society (Deutsch-Ibero-Amerikanische Gesellschaft)

German-Argentine Federation (Deutsch-Argentinischer Centralverband)

German-Italian Society (Deutsch-Italienische Gesellschaft)

German-Japanese Society (Deutsch-Japanische Gesellschaft)

German-Rumanian Society (Deutsch-Rumanische Gesellschaft)

German-Swedish Society (Deutsch-Schwedische Gesellschaft)

German-Slovakian Society (Deutsch-Slovakische Gesellschaft)

German-Hungarian Society (Deutsch-Ungarische Gesellschaft)

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## APPENDIX N

Protection and Salvage of Records and Archives. 1/(a) Collection in seriously damaged buildings.

If the structure housing records has been so seriously damaged that extensive and time-consuming restoration is necessary before the contents can be properly protected, it may be necessary for the records to be removed to a temporary storage place. Even under normal conditions, the transfer of records is a complex and delicate operation, which must be carefully prepared and carried out. They may easily suffer damage if roughly treated. Furthermore, unless care is taken, their arrangement and identification, frequently the result of years of industrious labor, may be so greatly impaired that the materials cannot be used without serious difficulties. It is obvious that a war-time removal, carried out with untrained personnel and with unsuitable packing materials, constitutes a particularly difficult task and should be undertaken only if the preservation of the records makes it absolutely unavoidable. As a first step, it will be necessary to survey the collection, to determine the approximate number of cases or containers that will be needed, and to plan in what order the material will be taken out and stored in the new temporary depository. With the possible exception of recent records, which might be moved wrapped and tied up in bundles, all material should be packed in such containers or boxes as may be available. Sturdy pasteboard boxes are, as a rule, preferable to wooden boxes, which, at least, should be lined on the inside with layers of newspapers before they are filled. The proven method of packing books, archives, and

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1/ This Appendix was prepared by the National Archives.

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records is to lay them flat on top of each other, filling empty spaces with crunched newspapers or rags so that they cannot move. It is permissible, however, to stand books and bound volumes vertically on their lower edges (never on their fore-edges). Modern archives, records, and books are considerably heavier than older materials, and large boxes should not be filled with them to capacity. Every box or carton should receive a consecutive number after it has been packed, and its contents should be briefly but carefully entered in a packing list to make possible their checking at the place of destination. It is highly desirable that all material be packed in its exact order and that all labels or other identification marks that might fall off in the course of the operations be preserved. Collections of maps, plans, and drawings should be transported in their original storage cabinets, unless the size of the cabinets makes this impracticable. In this latter case, it is desirable that maps and plans be rolled on wooden poles. Finding aids, such as catalogues, inventories, and the like, should not be packed together with the collections. They should be taken separately to the new storage place after the packing operation has been terminated.

More than ordinary care is required when collections damaged by fire or water are moved to a new storage place. Wet books and documents should be wiped off superficially, packed between layers of dry newspaper, and immediately unpacked at the place of their destination. Material that has been exposed to heat and become brittle should be treated as gently as possible and not unnecessarily handled. Charred and burned books and bundles should be wrapped in paper or put in small cartons before being packed in larger boxes.

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(b) Collections in partly or wholly collapsed buildings.

Serious problems will be encountered in the salvaging of objects from partly or wholly collapsed structures. It will be necessary to give immediate attention to the safeguarding of those records and documents that might be buried under debris and rubble on the streets, before bull-dozers have started clearing them for military needs. If time is not available for salvage operations, it should be requested that all debris be pushed from the street to the inside of the buildings so that they can be searched for books and documents at a later time. Material in partly collapsed buildings should not be removed before their condition has been examined by engineers or local architects and it is certain that they can be entered without danger. The main principle to be kept in mind in salvaging material under such conditions is to keep together as much as possible material that is found together.

(c) Temporary storage places and their equipment.

Structures selected for the emergency storage of records should preferably be isolated buildings, located on high ground, and easily guarded. Basement areas and attics should be avoided for lengthy storage, unless no other accommodation is available.

Before any material is moved to the new storage place, all rooms should be cleaned and thoroughly aired. Since documents will absorb moisture if stored on concrete and other floors, reasonable efforts should be made to provide suitable equipment, such as bookcases and shelves. When no such equipment is



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obtainable, all parts of the floor intended for storage purposes should be covered with boards, preferably resting on bricks or other supports. Books and bound volumes of records, with the exception of oversize and particularly heavy material, should be placed on their lower edges and held in vertical position by using bricks as bookends. Documents in boxes, cartons, and bundles should be stored flat.

(d) First-aid treatment of Damaged materials.

First-aid treatment will consist in gently shaking out loose dirt and carrying out all other operations needed to prevent physical deterioration of material that has become wet or partly burned. It does not include the repairing of damaged or torn documents, the restoration of bindings, the removal of stains, the reinforcing of papers, the treatment of faded writing, the photographic reproduction of decaying items, and many other processes of rehabilitation that, because of their delicate nature, must be left to the expert.

(e) First-aid treatment of paper material damaged by water only.

Loose documents that have been damaged by water only should be taken out of their bundles and boxes, and individual documents, pages, and folds should be separated while the material is still wet. This should be done by cautiously inserting a dull paper-knife and levering gently and patiently. After the operation has begun, a small round stick or pencil, which is rotated between the fingers, may be used instead of a paper-knife. Documents that have thus been separated and unfolded should be dried by hanging them over lines, and though the air in the working rooms

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may be warmed up moderately by turning on central heat where available, documents should not be dried on radiators, nor should they be exposed to direct sunlight. Documents, while still fairly damp, may be placed individually between sheets of blotting or absorbent paper, if this is at hand, and pressed and flattened by putting a heavy board on top of a pile of material.

Bound volumes of documents should receive similar treatment. The pages while still wet should be carefully separated, and the volumes, partially opened, then stood in open air on their upper or lower edges and allowed to dry. Blotting or absorbent paper may be placed between the individual pages of a book, when they are still fairly damp, and books thus treated may be pressed by placing a heavy board upon them.

(f) First-aid treatment of burned paper material.

Paper material that has been exposed to heat, but not actually burned, will be brittle and should be permitted to absorb moisture from the air to acquire its original flexibility. This could be done by keeping them for some time in a "humidifying chamber", that is, a closed, warm room in which large containers with water are placed. Books should be partially opened and stood on their upper or lower edges. Loose papers must be taken out of their boxes, cartons, and bundles and spread on tables or emergency shelves.

Books and documents that have been actually burned or charred may, at first sight, seem impossible to salvage. Experience shows, however, that frequently they have been damaged on the outside

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and along the edges only and that a large portion of their contents is still legible. Such material if dry should be kept in such receptacles as are available and not touched. Burned books and documents that have become wet during fire extinguishing activities should be dried like ordinary wet material and then stored away safely.

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